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CENTRAL INTELLIGENCE AGENCY

INFORMATION REPORT

COUNTRY USSR

DATE DISTR. 28 May 1953

SUBJECT Fulfillment of Work-Norm Report
(Form TZ--23)

NO. OF PAGES 5

PLACE
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Form TZ-23 is a report concerning the fulfillment of work norms by production workers in enterprises of the Ministry of the Merchant Fleet (MMF). All activities of the MMF which are engaged in production work, ie ports, shipyards, zavods and steamship agencies, must submit this report form monthly to the immediate chief Directorate concerned. A copy of the form TZ-23 is reproduced herein as Enclosures (A) and (B) and the significance of each column is discussed in the explanation accompanying the form.

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ENCLOSURE (A): Front Side of Form TZ-23 with Explanation
(B): Reverse Side of Form TZ-23 with Explanation

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ENCLOSURE (A)

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FORM TZ-23

Report on the Fulfillment of Work Norms and the Plan for Production Workers
in (name of enterprise) for (month) 19

Front side

Name of shops	No of workers	Time worked in man hours		Total No Of Norms Used	Total Including			Fulfillment of Norms in Terms of Time worked in hours		Percentage of fulfillment of norms	Number of workers who have fulfilled norms								Fulfillment of Plan
		Planned	Actual		Rating Norms	Experiental Norms	Norms under consideration	Planned	Actual		90-100% 100-110% 110-120% 120-150% 150-180% 180-200% Up								
Basic Shops																			
1. Machine																			
2. Assembly																			
3. Forging																			
4. -----																			
Total for basic shops	700	145,600	135,200	20,000	5,000	14,500	500	200,000	180,000	111%	7	50	20	20	150	73	20	106/101	
Auxiliary shops																			
1. Tool																			
2. Transport																			
3. Oxygen station																			
4. -----																			
Total for auxiliary shops	400	83,200	70,400	5,000	1,000	3,500	500	100,000	90,000	111%	3	20	100	100	150	20	7	104/101	
Subsidiary workers																			
Total for the shipyard	1,100	228,800	205,600	25,000	6,000	18,000	1,000	300,000	270,000	111%	10	70	300	300	300	93	27	102/100	

Signatures: Manager of the enterprise
Chief of the Department of Labor and Wages

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ENCLOSURE (A)

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Explanation

- 1... Front side of Form TZ-23, Column 1 lists all of the ships (tsekh) of the enterprise by two main categories, basic and auxiliary shops. The former category consists of the shops which are engaged in the production plan, ie those shops which work directly on the assigned projects. These shops include:
 - Machine shops (mekhanicheskiy tsekh)
 - Fitting and installation (slesarno-montazhnyy) shops
 - Boiler (kotel'nyy) shops
 - Blacksmith and copper foundry (kuznechno-mednoobrubnyy)
 - Electrical shops
 - Casting-pattern (liteyno-model'nyy) shops
 - Woodworking (derevoobdelochnyy) shops
 - Carpenter (stolyarnyy) shops
 - Sawmill (lesorama)
 - Painting and roofing (malyarno-krovvel'nyy) shops
 - Docks (this category includes those shops which service the basic shops)
 - Transport shops
 - Tool shops
 - Rigging (auxiliary) shops
 - Power shops
 - Oxygen station (for gas welding - gazo svarka)
 - 2... Column 2 shows the actual number of workers engaged in the work of the reporting shipyard, port, etc.
 - 3... Columns 3 and 4 show the planned and actual time in man-hours respectively required for the completion of the work. The planned amount of hours is computed by multiplying the number of workers at the beginning of the report month by two hundred or two hundred-eight hours, depending on the number of working days in the month. The product is then reduced by 8%, this percentage representing the estimated absences from work by reason of illness or leave. For example, if, in April, there are 100 people working in the machine shop, the time worked in man-hours will be $(100 \times 200) - 8\% = 18,400$ man-hours. The actual time worked is determined on the basis of actual appearances of laborers at work.
 - 4... Column 5 is the total number of norms used as determined by adding up, work order by work order, all of the work fulfilled in accordance with the norms.
 - 5... Column 6 shows the rating norms which are determined by technical computations based on the production capacity of equipment and machine tools. These norms are also called technical substantiated norms. Usually, they are norms for machine tool work. They constitute five or ten per cent of the total number of norms.
 - 6... Column 7 lists the experimental statistical norms which are determined by time studies and by making production standards follow the accomplishments of Stakhanovites. These, as a rule, are norms established experimentally without technical substantiation. They usually amount to 80% of the total number of norms.
 - 7... Column 8 shows norms which are "under consideration", ie, those which are set up without any substantiation. This occurs when the fulfillment of some works-project is not provided for by the handbooks of norms. This type usually makes up about 10 to 15% of the total number of norms. The government constantly carries on an implacable struggle against the setting up of norms on an "under consideration" basis, and severely punishes norm-setters and enterprise managers for allowing a large number of this type of norms to be used. Instances of criminal prosecution for this have very often occurred.
 - 8... Column 9 sets the time requirements in hours for the fulfillment of norms. These requirements are determined by the amount of time allowed for each phase of the works-project under the established norms.
 - 9... Column 10 lists the actual fulfillment of norms which is determined by adding up the time actually spent on each phase of the work. This is distinguished from Column 4 as all overtime and special work is included in column 10. Column 4 is known as tabel'noe vremya and column 10 is called vremya po naryadom.
 - 10... Column 11 shows the percentage fulfillment of norms and is computed from the ratio between the time allowed by the norms to the time actually spent on fulfillment of work, Column 10/Column 11.
 - 11... Columns 12, 13, 14, 15, 16, 17 and 18 indicate the numbers of workers who have fulfilled their norms. These numbers are determined from the statistics of work orders. The percentages of workers who have not fulfilled their norms, column 12, is low, usually about 5%. The great majority of workers in the ship-repair yards fulfill their norms, usually from 120-180%.
 - 12... Column 19 is the overall fulfillment of the plan in percentages. In this column the fulfillments of the production plan by shops for both gross and commercial production are entered. Gross production is shown as the numerator and commercial production as the denominator in the fraction.
- The data which is entered on the attached copy of the front side of a form TZ-23 is merely representative of the figures which might be anticipated from an average size ship repair yard. These figures are included to assist one in understanding the columns comprising the form TZ-23.

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ENCLOSURE (E)

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FORM T2-23

Reverse side

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Signatures:

Manager of the enterprise
Chief of Labor and Wages Department

**Total number of workers
Engineering and technical workers (ITF.)
Laborers**

**Servicemen
Stakhanovites
Shock workers**

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ENCLOSURE (B)
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Explanation

- 1... Column 1 lists the designations of specialist workers. All of the types of specialists in a particular enterprise are entered on this column.
- 2... Columns 2 through 8 show the numbers of workers divided into categories by the degree of skill needed to perform the job demanded of the different types of specialists. The greatest number of workers in the ship repair yards of the MMF and the MRF (Ministry of the River Fleet) are workers in the fifth and sixth categories.
- 3... Columns 9 and 10 show the planned and actual time, in hours, required for the completion of the work. The hours of time are determined in the same way as columns 3 and 4 on the front side of the form.
- 4... Columns 11 and 12 indicate the fulfillment of the norms in terms of time worked and are determined in the same way as columns 9 and 10 and 11 on the front side of the form.
- 5... Column 13 is arrived at in the same manner as column 11 on the front side of the form.
- 6... Columns 14 through 20 are determined in the same manner as columns 12 through 18, respectively on the front side of the form.
- 7... In a special box in the lower right corner of the reverse side of the form the total numbers of workers in the enterprise with their type of specialty are entered. The numbers of Stakhanovites and shock workers are indicated also.
- 8... Attached to the form TZ-23 is an explanatory note and a list of Stakhanovites in the enterprise with an indication of the indexes of their work.

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